MINUTES

Kentucky Community and Technical College System
Board of Regents
September 16, 2000

Board Members Present:

Ms. Martha C. Johnson, Chair	Ms. Cynthia E. "Cindy" Fiorella
Ms. Cynthia L. Read, Vice Chair	Dr. John F. "Jack" Hanel
Mr. Bobby W. McCool, Secretary	Ms. Lorna D. Littrell
Mr. John R. Banks, Jr.	Mr. Mark A. Powell
Mr. Richard A. Bean	Mr. Donald R. Shuck, Jr.
Mr. William E. Beasley	Dr. Joseph B. Wise, III

CALL TO ORDER Chair Johnson called to order the meeting of the Kentucky Community and Technical College System Board of Regents at 4:20 p.m., September 16, 2000, in Salon B of the University Plaza Hotel in Bowling Green, Kentucky. She announced that the press was notified about the meeting on September 12, 2000, and that Carolyn O'Daniel would serve as parliamentarian.

NEW REGENT Chair Johnson welcomed the Board's newest member, Donald R. Shuck, Jr. Mr. Shuck, a student at Jefferson Technical College, was elected to represent technical college students. Mr. Shuck is studying Machine Tool Technology; and he is a member of the Board's Finance, Administration, and Technology Committee. An election is in process to determine the community colleges' student representative to the Board as the individual elected earlier in the year resigned due to illness in her family and relocation to Texas.

Chair Johnson announced that Gladys Hoskins had submitted a letter of resignation from the Board, indicating that she could not devote the time required. Chair Johnson said that Ms. Hoskins gave the Board good representation from her region of the state and that her resignation would be accepted with regrets.

Chair Johnson recognized Penny Logsdon, Board member elect who will take office in October.

APPROVAL OF MOTION: Ms. Fiorella moved that the Board approve the minutes
MINUTES of the June 30, 2000, meeting. Mr. Beasley seconded the motion.

VOTE: The motion passed unanimously.

MOTION: Dr. Hanel moved that the Board approve the minutes of the August 3, 2000, special meeting. Mr. Bean seconded the motion.

VOTE: The motion passed unanimously.

PRESIDENT'S REPORT

Dr. McCall introduced Bonnie Rogers, the new President of Hopkinsville Community College, and Jim Miller, the Interim President of Maysville Community College. He announced that Judith James had resigned as KCTCS Vice President responsible for Student Affairs to return to California to serve as Vice Chancellor of Student Affairs for the California Community College System.

In response to the Board's request for an interim *Strategic Plan Progress Report*, Dr. McCall presented the highlights summarized below. Also, he distributed a written **R**esponsive **S**olutions through **V**igorous **P**lanning (RSVP) report to the Board.

All ten goals in the *Strategic Plan* focus on the accomplishment of the System's *Mission* and *Vision.* The System's *Mission* is to improve the *quality of life and employability* of the citizens of the Commonwealth by serving as the primary provider of certificate, diploma, associate degree, and transfer programs, workforce training, remedial and continuing education, adult education, and associated services. The System's *Vision* is to create by 2020 a comprehensive community and technical college system recognized as the nation's best.

KCTCS will be a national leader in postsecondary education, exemplifying the dynamic, unified system of comprehensive community and technical colleges.
- The System continues to receive national recognition in publications such as the *Chronicle of Higher Education, Community College Times, National Crosstalk, and Wall Street Journal.*
- Board of Regents approved consolidation Memoranda of Agreement for Jefferson, Madisonville, and Hopkinsville.
- Sixteen college districts established for 28 colleges to promote efficiency and effectiveness.
- Technical colleges established a Faculty Senate.

KCTCS will develop instructional programs of excellence with quality teaching.
- Board of Regents approved 142 new programs that lead to certificates, diplomas, or associate degrees. [Note: Based on action taken at the September 16, 2000, Board meeting, the number of new programs is 272.]
- All technical colleges now offer associate degrees.
- First online associate degree established now serves 635 students.
- All certificate and diploma programs lead to a new statewide associate degree in General Occupational/Technical Studies.
- Enrollment increased 125 percent to 1,770 in Internet-based courses in fall 2000.
- KCTCS students represent 57 percent of KVU headcount enrollment.

KCTCS will expand access to responsive, innovative programs and services while ensuring student success.

- **Record fall 2000 enrollment of 50,215 represents a 9.2 percent increase.** KCTCS implemented an aggressive enrollment management project that focuses on recruiting new students and retaining existing students. KCTCS established a goal of enrolling 5,000 additional students by fall 2002. The fall 2000 enrollment number shows tremendous growth—4,000 plus students in one year.
- KCTCS students surveyed in spring 2000 expressed more satisfaction with their educational experience than their counterparts at other two-year colleges nationwide.
- Cutting-edge information technology programs responsive to business and industry needs are implemented, increasing enrollment.
- Approximately 2,200 students cross-registered in two or more KCTCS colleges.

KCTCS will serve as the Commonwealth's primary provider of workforce training.

- KCTCS provides training for Kentucky's workforce (UPS, Sykes, Rexam, General Motors, General Tire and many others).
- KY **W**orkforce **I**nvestment **N**etwork **S**ystem (WINS) program implemented.
- Non-credit courses converted to credit courses to provide "portable credential" for the workforce.

KCTCS will actively participate in the development of vibrant and nurturing communities.

- KCTCS played a key role in the Governor's Taskforce on Early Childhood Education legislative initiative, and Adult Education legislation.
- KCTCS involved in KIDS NOW initiative of the Early Childhood legislation.
- KCTCS is a major player in CPE's Adult Education Plan.
- KCTCS is facilitating the Adult Education "Best Practices" Workgroup.

KCTCS will strengthen and develop partnerships that expand educational opportunities and leverage resources toward achievement of the Commonwealth's 2020 Vision.

- KCTCS works with numerous partners to provide education and training for Kentucky's workforce, including major businesses and industries—Cisco, Oracle, Nortel, Bell South, ACT—Economic Development Cabinet, Workforce Development Cabinet, Cabinet for Families and Children to serve Ready-to-Work welfare clients, and Empower Kentucky.
- KCTCS works in partnership with Georgetown College to offer KCTCS students, faculty and staff learning experiences at Regent's Park College of Oxford University in Oxford, England.
- KCTCS works with 120 Rotary Clubs in Kentucky to introduce high school students to educational opportunities at KCTCS colleges and increase community awareness of KCTCS.

KCTCS will infuse appropriate technology throughout the System.

- PeopleSoft administrative software systems implemented. Workforce Development Trust Fund allocation assisted with implementation.
- General Assembly appropriated additional funds for administrative software system in 2000.

KCTCS will provide a dynamic, open, healthy work environment.
- Diversity in hiring and promotion emphasized.
- Technical colleges now included in the *Kentucky Plan for Equal Opportunity.*
- President's Leadership Seminar established to develop future leaders from the System's colleges.
- Technical college faculty rank and promotion process implemented.
- Performance evaluation instrument implemented system-wide.

KCTCS will assess the effectiveness of the System for continuous improvement.
- Nineteen colleges involved in self-studies in preparation for accreditation visits.
- System program reviews underway.
- Performance-based competency assessment plan in Phase I stage of implementation.
- KCTCS is participating in CPE productivity review.
- Key performance indicators identified for KCTCS.

KCTCS will expand and use fiscal and physical resources effectively and efficiently.
- KCTCS supported use of benchmark funding model for 2000-02.
- Workforce Development Trust Fund for 2000-02 includes $3.5 million annually for enrollment growth and retention, $6 million annually for workforce training, and $4 million in 2000-01 for Administrative Information System.
- Other trust funds provide $3.2 million for instructional equipment and $5.1 million for capital renewal and maintenance projects during 2000-02.
- Private funds raised during 1999-2000 exceeded $9.8 million, the largest amount of private support ever received.   A major gifts campaign is planned.
- KCTCS Foundation, Inc., continues to expand board membership, establish policies, and raise support for KCTCS.
- KCTCS Board of Regents and President's Cabinet supported KCTCS Foundation with 100 percent participation.

CHAIR'S REPORT   Chair Johnson reported that at its July 17, 2000, meeting, CPE amended its *Kentucky Plan for Equal Opportunities in Postsecondary Education* by adding student enrollment objectives and employment objectives for the System's technical colleges.

The KCTCS Foundation Board of Directors held its first annual meeting on September 12. Officers elected for 2000-2001 are Tim Mosher, Chair; Nelson Grote, Vice Chair; and Chaz Lavelle, Secretary-Treasurer. The Foundation Board accepted a $150,000 pledge from Toyota Motor Manufacturing-Kentucky to support the Kentucky Manufacturing Skills Standards Certification and Lean Thinking Initiative. The funds will be used primarily for the development of curriculum and training materials. Also, the Foundation Board approved a resolution endorsing a statewide major gifts campaign for the System, the 28 colleges, and their respective foundations.

All of the college foundation boards will meet on November 10 in Lexington as a part of the planning for the major gifts campaign. The

President's Gala and Benefactor Awards Dinner is scheduled for the evening of November 10 in Lexington. Each of the colleges and foundations has been asked to select and host an individual and/or a business to be recognized by KCTCS as a Benefactor of the Year 2000.

The next scheduled meeting of the Foundation Board of Directors is December 12.

The new facility on the Pikeville Campus of Mayo Technical College and Prestonsburg Community College, which the Board named the N. Clayton Little Building, was dedicated on August 21.

The public forum regarding the consolidation of functions, services, and programs at Hazard Technical College and Hazard Community College was held on August 22. Vice Chair Read who presided at the forum reported that some individuals expressed concern that the technical programs/degrees were being abandoned. She emphasized that these are important parts of the KCTCS mission, and that all communication regarding consolidation efforts must be very clear to avoid such misunderstandings.

ADDITIONS TO AGENDA

By unanimous consent, three items were added—*Resolution of Appreciation* for Bobby W. McCool, special election for the office of secretary, and alignment of terms of office with fiscal year.

RESOLUTION OF APPRECIATION

Chair Johnson read the following proposed *resolution:*

WHEREAS, Bobby W. McCool has served his term as the first elected technical college faculty member of the Kentucky Community and Technical College System's Board of Regents from October 13, 1997, to the present; and,

WHEREAS, Bobby W. McCool has served this Board with such honor and distinction that he was elected Secretary of the Board; and

WHEREAS, Bobby W. McCool through the Academic Affairs and Curriculum Committee has provided leadership in setting policy related to educational and training programs and student services for KCTCS and the development of new degree, diploma, and certificate programs; and

WHEREAS, Bobby W. McCool through the Efficiency, Effectiveness, and Accountability Committee has provided leadership in creating and maintaining the highest level of public accountability and institutional effectiveness at KCTCS colleges; and

WHEREAS, Bobby W. McCool has demonstrated his dedication, leadership, and willingness to serve the Kentucky Community and Technical College System as well as the entire postsecondary education community in Kentucky; and

WHEREAS, Bobby W. McCool has played a leading role in the development and formation of the two-year college system in Kentucky; and

WHEREAS, the Kentucky Community and Technical College System Board of Regents wishes to express its heartfelt appreciation for his contributions to the Board;

NOW, THEREFORE, BE IT RESOLVED that the Board of Regents of the Kentucky Community and Technical College System hereby commends Bobby W. McCool for his energy, talents, and time spent on behalf of the citizens of this Commonwealth, and hereby wishes him success in future endeavors.

MOTION: Mr. Powell moved that the Board adopt the *Resolution of Appreciation for Bobby W. McCool.* Dr. Hanel seconded the motion.

VOTE: Motion passed unanimously, and Mr. McCool received a standing ovation from the Board and audience.

ELECTION FOR OFFICE OF SECRETARY

Chair Johnson explained that the Board's *Bylaws, Section 2.1* specify that in the event a vacancy occurs prior to the end of the term of an officer, the Board is to hold a special election to fill the office for the unexpired term.

MOTION: Mr. Bean moved that John Banks be elected Secretary for the unexpired term. Mr. McCool seconded the motion.

MOTION: Mr. Powell moved that nominations cease. Ms. Littrell seconded the motion.

VOTE ON SECONDARY MOTION: The motion to cease nominations passed unanimously.

VOTE ON MAIN MOTION: The motion to elect John Banks as Board Secretary passed unanimously.

ALIGNMENT OF TERMS OF OFFICE WITH FISCAL YEAR

Dr. McCall presented the agenda item, explaining that the Board's *Bylaws* stipulate that the Board shall elect officers every year, but that the *Bylaws* do not specify a calendar year or a fiscal year. He said that aligning the officer terms with the System's fiscal year, July 1 to June 30, would be beneficial to KCTCS. Appointed Board members' terms begin and end during the month of July, and this proposed action would align terms of office with terms of appointment. Alignment with the fiscal year would enable new Board officers to serve six months prior to any regular session of the Kentucky General Assembly, which would be advantageous for officers asked to testify during a session. KCTCS Legal Counsel, Beverly Haverstock, indicated that if Board members choose to do this, a nominating committee should be appointed in April 2000 in order for the election to occur in June 2000 and the terms of office to begin July 1, 2000.

Dr. Hanel asked if most colleges and universities use the fiscal year as their terms of office. Dr. McCall replied that they use the fiscal year or a year that is very close to it. Mr. Bean asked if the *Bylaws* would have to be changed. Ms. Haverstock replied that the *Bylaws* would not have to be changed to accomplish the realignment, as a suspension of provision 2.1 of the *Bylaws* would allow the Board to vote on when the next election of officers would occur. [Provision 2.1 of the *Bylaws* states that "Every year the Board shall elect . . . for a one-year term, a Chair, a Vice Chair, and a Secretary. . . ." "Officers shall serve until their respective successors have been appointed and qualified."]

MOTION: Ms. Fiorella moved to suspend provision 2.1 of the *Bylaws*. Ms. Littrell seconded the motion.

Dr. Hanel asked how the realignment would impact the ability of the elected faculty and staff representatives to serve as officers, as their terms begin and end in October. Chair Johnson replied that it would be beneficial, as the election would not be held until the June following their joining the Board in October.

VOTE: The motion passed unanimously.

MOTION: Dr. Hanel moved that the Board's next election of officers be held at the June 29, 2001, Board meeting. Mr. Banks seconded the motion.

VOTE: The motion passed unanimously.

POLICY ON PRIVATE FUND RAISING

RECOMMENDATION: That the Board adopt the proposed *KCTCS Policy on Private Fund-Raising*.

Chair Johnson said that staff had not received any suggested changes for the policy since it was presented as an information item at the June Board meeting.

MOTION: Mr. Bean moved that the Board approve the recommendation. Dr. Wise seconded the motion.

VOTE: The motion passed unanimously.

ACADEMIC COMMITTEE *REPORT*	Dr. Hanel presented the Committee's report to the Board; and he *expressed his appreciation to his colleague and good friend, Mr.* McCool, for serving as Vice Chair of the Academic Committee.
Ratification of New Credit Certificate Programs	RECOMMENDATION: That the Board ratify the approval of the new credit certificate programs listed on pages 65-67 in the agenda book.

Ratification of New Credit Certificate Programs

Dr. Hanel pointed out that the Board's *Policy on Program Approval* authorizes Dr. McCall to approve new credit certificate programs upon recommendation by the Chancellors, with the Board ratifying the approval of those programs at a regular meeting. All of the certificate programs listed in the agenda book are applicable toward at least one degree program and additional resources are not required for their implementation. Some of the programs are a result of "rolling over" an existing curriculum to a new integrated curriculum with multiple exit points. For example, the Network and Information Systems Technology curriculum was "rolled over" to the new Information Technology curriculum.

MOTION: On behalf of the Academic Committee, Dr. Hanel moved that the Board approve the recommendation. Ms. Littrell seconded the motion.

VOTE: The motion passed unanimously.

AAS in Computer Aided Drafting – Mayo TC

RECOMMENDATION: That the Board approve an AAS in Computer Aided Drafting with options in Architectural Drafter and Mechanical Drafter for Mayo Technical College.

Dr. Hanel reported that this program and the other two new programs are proposed for implementation in January 2000.

MOTION: On behalf of the Academic Committee, Dr. Hanel moved that the Board approve the recommendation. Mr. Beasley seconded the motion.

During the discussion, Mr. McCool said that, if approved, this would be the first AAS in Computer Aided Drafting program in KCTCS.

VOTE: The motion passed with eleven affirmative votes. Mr. McCool abstained from voting.

AAS in Air Conditioning Technology –

RECOMMENDATION: That the Board approve an AAS in Air Conditioning Technology for Mayo Technical College.

Mayo TC	MOTION: On behalf of the Academic Committee, Dr. Hanel moved that the Board approve the recommendation. Mr. Powell seconded the motion.
	VOTE: The motion passed with eleven affirmative votes. Mr. McCool abstained from voting.
Diploma in Masonry - Mayo TC	RECOMMENDATION: That the Board approve a diploma program in Masonry for Mayo Technical College.
	MOTION: On behalf of the Academic Committee, Dr. Hanel moved that the Board approve the recommendation. Dr. Wise seconded the motion.
	During the discussion, Mr. Bean commended Mayo Technical College for the program as Kentucky is in dire straits of people in trades for both residential and commercial construction.
	VOTE: The motion passed with eleven affirmative votes. Mr. McCool abstained from voting.
Update on Program Approval Authority	Dr. Hanel presented the following update on the delegation of program approval authority to the Board.
	On April 12, 1999, CPE delegated program approval authority to the Board of Regents. On April 30, 1999, the Board adopted its Policy on Program Approval, specifying that the Board must approve all new degree and diploma programs. The policy delegated certificate program approval to the President, with ratification by the Board.
	Following CPE's delegation of program approval authority to the Board and the Board's adoption of its policy, the Board gave "final approval" to two programs during 1999. Those were the AAS in Early Childhood Education for Maysville Community College and an AAT in Welding Technology for Elizabethtown Technical College. The Board approved many other programs during 1999, but they had to be submitted to CPE for final approval as they represented new credentials for the submitting colleges.
	During 2000, the Board gave "final approval" to 64 programs—59 degree programs and 5 diploma programs. The Board approved other programs during 2000 that had to be submitted to CPE for approval
	All program proposals undergo a rigorous review process before they are submitted to the Board's Academic Committee. The process includes a needs assessment, approved curriculum, determination of the

college's EEO eligibility, a 45-day web-based review, and a thorough review by System staff.

On September 29, 2000, the System office will submit to CPE an information packet on delegated program approval. On November 13, 2000, the Council will take action on whether or not to continue or revise its delegated program approval policy.

Dr. Hanel credited the staff in the System and the colleges for the excellent proposals submitted to the Academic Committee, and he thanked Committee members for their diligent work. The Committee is hopeful that CPE will continue the Board's program approval authority beyond the December 31, 2000, expiration date as it streamlines the approval process and enables KCTCS to respond quickly to the needs of the communities.

Review of Community College Program Productivity

Dr. Hanel presented the following update pertaining to program productivity in the community colleges.

KCTCS will be participating in the CPE productivity review during 2000-01. Since degree programs in the technical colleges are all newly established, only community college degree programs will be included in this review. KCTCS will be asked to make written recommendations about the continuation, modification, elimination, or consolidation of all programs that have conferred fewer than 12 associate degrees as a five-year average. The System anticipates that a few programs will be flagged. Each of those programs will be placed in one of the following four categories: no longer offered; continued, but altered; continued in current form; or requiring special attention in summer and fall 2001.

Program productivity is already being addressed from a System perspective, and about 25 program reviews are scheduled for this year. Last year nine community college programs were deactivated, and several programs were altered.

FINANCE COMMITTEE REPORT

Mr. Banks presented the Committee's report to the Board.

Ratification of Personnel Actions

RECOMMENDATION: That the Board ratify the personnel actions that have occurred since its meeting on June 30, 2000.

Mr. Banks reported that Ken Walker, KCTCS Vice President, had confirmed that all employment actions listed in the agenda book meet the equal employment opportunity and affirmative action guidelines.

MOTION: On behalf of the Finance, Administration, and Technology Committee, Mr. Banks moved that the Board ratify the personnel actions as listed on pages 90 to 100 in the agenda book. Ms. Read seconded the motion.

Dr. Hanel questioned the end date (6/30/00) of the contract for Catherine A. Phillips listed on page 92 in the agenda book. Chancellor Newberry indicated that the end date should have been listed as 6/30/01.

AMENDED MOTION: On behalf of the Finance, Administration, and Technology Committee, Mr. Banks moved that the Board ratify the personnel actions as listed on pages 90 to 100 in the agenda book, noting the revised ending date of 6/30/01 for Catherine A. Phillips' contract. Ms. Read seconded the motion.

VOTE: Amended motion passed unanimously.

Prestonsburg CC
Student Health
Fee for 2000-01

RECOMMENDATION: That the Board approve a health fee of $85.75 per semester for students enrolled in Prestonsburg Community College (PCC) for academic year 2000-01.

Mr. Banks explained that a health service had been provided for students enrolled in PCC since 1994, and the contract with the UK Student Health Clinic expired at the end of the 1999-00 academic year. KCTCS signed a contract with Big Sandy Health Care Corporation in July 2000 for student health service at PCC for the 2000-01 academic year. This service became effective with the fall 2000 semester and students were assessed a fee of $85.75 for that semester. That fee amount is the same as that charged for student health service with the UK Student Health Clinic. The proposed fee was not presented as a part of the fee package that the Board took action on at its June 2000 meeting, as a provider had not been secured at that time.

MOTION: On behalf of the Finance, Administration, and Technology Committee, Mr. Banks moved that the Board approve the recommendation. Mr. Beasley seconded the motion.

Key points of the Board's discussion were that the student health service program at PCC is mandatory for all full-time students. It is self-sustaining, with all costs covered by the revenue generated through the collection of fees. Dr. Wise pointed out the importance of approving fees prior to their assessment. Mr. Bean agreed that the proposed fee should have been brought to the Board at its June meeting. He also noted that PCC is the only college that provided a

student health service through the University of Kentucky, the fee assessed is identical to the fee charged by UK, and the college was fortunate to be able to find a new provider. If the fee were not approved, the Board would be leaving a major gap in service at PCC. Dr. McCall reiterated that in future years the fee would be included in the budget proposal submitted to the Board in June. This year the challenge of securing a contract with a new provider prevented that from happening. Mr. Beasley pointed out that the Board was apprised of this pending fee at the June meeting.

VOTE: The motion passed unanimously.

2000-02 Trust Funds Guidelines

Mr. Banks' summary of CPE's 2000-02 trust fund guidelines follows:

The guidelines define the criteria and process that KCTCS must use in applying for funds appropriated to CPE's trust funds. KCTCS qualifies for the following three funds:

- The Postsecondary Workforce Development Trust Fund includes $3.5 million annually for KCTCS during 2000-02 for the enrollment growth and retention program. That trust fund also includes $4 million to further implement the Administrative Information System during 2000-2001, and $6 million annually during 2000-02 for workforce training.

- The Technology Initiatives Trust Fund contains $3.2 million for instructional equipment during 2000-01.

- The Physical Facilities Trust Fund contains almost $5.1 million for capital renewal and maintenance projects during the 2000-02 biennium. This trust fund requires a dollar-for-dollar match.

KCTCS will access all funds available through the three funds.

Workforce Training Program Trust Fund Proposal

RECOMMENDATION: That the Board approve the KCTCS Workforce Training proposal for submission to CPE for accessing 2000-02 Postsecondary Workforce Development Trust Funds.

Based on the CPE guidelines for accessing funds in the Workforce Development Trust Fund for 2000-02, President McCall and his staff developed a workforce training proposal to access $6 million annually to further implement the **W**orkforce **I**nvestment **N**etwork **S**ystem (WINS) program initiated by KCTCS in 1999. WINS meets the stipulation in HB 502, the Appropriations Bill, that "funding for the workforce training program is to be used for worker training programs

on a nonrecurring basis and shall not be used to establish permanent KCTCS program offerings."

KCTCS' proposal includes providing existing and new businesses and industries with education, training, and support services designed to develop better jobs and a qualified workforce to fill them. It focuses on workers learning transferable skills such as problem solving, teamwork, communication, math, and science, along with technology and technical competencies. The proposal includes the certification of skills through national or state skills standards and the monitoring and tracking of indicators to assess the WINS program as an economic development initiative.

Funding for projects/programs through the workforce training program is intended to support the direct cost of delivering the training. Companies whose projects or programs are selected for funding will be required to provide at least 25 percent of the cost.

MOTION: On behalf of the Finance, Administration, and Technology Committee, Mr. Banks moved that the Board approve the recommendation. Mr. Bean seconded the motion.

VOTE: The motion passed unanimously.

COMMUNITY DRIVEN CONSOLIDATION EFFORT

Dr. McCall reported that three additional colleges have completed Stages I and II of the Board's process for the consolidation of functions, services, and programs. Those colleges are in Owensboro, Paducah, and Hazard. Prestonsburg Community College/Mayo Technical College, Somerset Community College/Somerset Technical College/Laurel Technical College, and Southeast Community College/Cumberland Valley Technical College-Middlesboro Campus are in the memorandum of agreement discussion stage. Also, Ashland Community College/Ashland Technical College/Rowan Technical College have moved from the preliminary stage to the memorandum of agreement discussion stage.

Dr. McCall introduced the Owensboro Community College / Owensboro Technical College team that presented a Stage III proposal to the Board—Jacqueline Addington, President of OCC, and Sandra Appling, Interim Director of OTC. Prior to the Board meeting, each Board member received a comprehensive Stage III booklet that included background, community support, consolidation process, evaluation processes, public forum transcript and executive summary, and proposed memorandum of agreement (MOA) for the colleges.

Memorandum of Agreement – Owensboro CC & Owensboro TC

RECOMMENDATION: That the Board approve the memorandum of agreement for the consolidation of functions, services, and programs at Owensboro Community College (OCC) and Owensboro Technical College (OTC).

Dr. Addington and Ms. Appling expressed their appreciation to the Board for the opportunity to present the colleges' proposed MOA, and presented a summary of the development process used. Also, they introduced members of the MOA leadership team. Team members from OCC are Greg Labyak, Dean of Academic Affairs; Larry Miller, Dean of Student Affairs; Sarah Price, Dean of Business Affairs; and Julia Ledford, a faculty member who served as Interim Academic Dean. Team members from OTC are Laura Grimes, Associate Dean of Academic Affairs; Rhonda Logsdon, Director of Business Operations; Jim Watham, Faculty Council Representative Chair; and Lantana Bray, Dean of Campus Services. Kevin Beardmore, Director of Institutional Research and Planning for the colleges, presented a summary of the MOA. Highlights are listed below:

- OCC and OTC agree to consolidate functions, services, and programs effective September 16, 2000, with full implementation of the agreement by July 2001.
- Dr. Addington will serve as President of OCC, and Ms. Appling will serve as Director of OTC.
- The MOA will be reviewed annually beginning July 2001 and revised as needed.

- **Goals of the OCC/OTC consolidation efforts:**
  - to increase the efficiency, effectiveness, and responsiveness of the two colleges;
  - to provide a seamless educational process for citizens; and
  - to provide greater responsiveness to local business and industry by combining resources and creating a single point of contact for services.

- **Areas that will remain separate:**
  - Accreditation—the Southern Association of Colleges and Schools accredits OCC, and the Council on Occupational Education accredits OTC.
  - College name—each college will retain its name and letterhead. Stationary that is used to reflect the consolidation of functions, services, and programs will carry both names.
  - College budgets.

- Tuition and fees—students will pay the tuition and fees of their respective home institutions. The colleges will work toward a uniform tuition/fee structure.

- **Consolidation areas:**
  - The CEO of each college and the chair of each college's board will serve as liaison representatives on the other college's board.
  - The OCC Foundation will expand to include representatives from OTC, with the Foundation coordinating resource development functions for both colleges.
  - The Center for Community and Economic Development, combined in 1999, will continue to serve both colleges.
  - The Alliance for Career and Technical Education, a partnership involving the high schools, business/community leaders, and the two colleges will be expanded.
  - The course schedule will continue to be published jointly.
  - Joint strategic planning will begin in fall 2000.
  - Planning and institutional effectiveness services for both colleges will be coordinated by one director of institutional research.
  - Public relations and marketing for both colleges will be coordinated by one public relations office.

- **Academic Affairs**
  - Collaborative programs for the colleges include Office Systems Technology, Information Technology, Nursing, Agriculture Technology, Engineering Technology, and Early Childhood Education.
  - Library and learning resource services will be provided to all campuses by OCC.
  - Learning skills and testing center services will be transferred to OCC, with specialized tests administered on the campus where applicable.
  - Six academic divisions will serve the two colleges—allied health, business and information technology, humanities, mathematics and sciences, social sciences and public service, and technical studies. Two of the division chairs will be from OTC and four will be from OCC.
  - A common performance evaluation process will be implemented in both colleges in fall 2000.
  - A common evaluation of instruction process will be used.
  - Uniform search and employment procedures will be used for all faculty positions, effective spring 2001, contingent upon System resolution.

- High school students will be located primarily at OTC, County Campus.

- **Student Affairs**
  - Dean of Enrollment Management and Campus Services will be responsible for admissions, records, recruitment, financial aid, and registration for both colleges.
  - Dean of Students will be responsible for orientation, counseling, advising, student life, career placement, and disability services for both colleges.
  - Both deans will have offices at both colleges.
  - Services that will take place on all campuses include registration, most counseling services, and ready-to-work program, Road Run, skills competition, resolution of disciplinary problems, clubs, and organizations.
  - Services that will be provided on all campuses, with the administrative functions centralized, include financial aid, co-op, student life activities, student government association, and other similar services.
  - Student services to be centralized include data entry, records, and admissions.
  - Services that will be centrally located at OTC, County Campus, by July 2001 are orientation and advising for high school students.

- **Business Affairs**
  - Services available at all campuses include cashier and book store services, with the main bookstore housed on the OCC campus.
  - Services provided to all campuses, but administratively located on OCC campus, include purchasing, budgeting, accounting, contracts, leases, maintenance agreements, and similar services.

- **Human Resources**
  - The colleges will use uniform search and hiring policies and procedures.

- **Information Technology**
  - The information technology function of the two colleges will be combined under the Dean of Business Affairs.

- **Maintenance and Operations**
  - Maintenance and Operations will be realigned under the supervision of the Dean of Business Affairs.

- **Closing Remarks –** Following the presentation of the proposed MOA, the following brief closing remarks were made:
  - One institutional effectiveness coordinator, one planning process, and one performance review process, will enable the colleges to evaluate the effectiveness of the consolidation of functions, services, and programs comprehensively, providing for greater accountability.
  - The colleges identified the following future goals/needs: one board of directors, a full-time position in institutional advancement, renovation of some of the colleges' facilities, an advanced technology center, one telephone system, additional staff for the developmental program, more integrated laboratory facilities in the areas of integrated manufacturing, welding, and machine tool, more health-related programs, culinary arts program, more professional development for faculty and staff, tuition equalization between the two colleges, and more resources for marketing.
  - The colleges will provide a one-year update to the Board on the transition progress and any MOA changes needed.

Chair Johnson commended the team for an excellent presentation and for getting both colleges' faculty and staff involved in the development of the memorandum of agreement.

MOTION: Ms. Fiorella moved that the Board adopt a *Resolution* approving the memorandum of agreement for the consolidation of functions, services, and programs at Owensboro Community College and Owensboro Technical College. Mr. Beasley seconded the motion.

During the discussion, Dr. Hanel asked how the consolidation and centralization of some student services would impact students who do not have transportation from campus to campus. Dr. Addington explained that courier service would be available for library services and that testing related to specific programs would occur on the campus where the programs are offered. Ms. Appling said that the Dean of Students was aware of transportation concerns and would make necessary provisions.

VOTE: The motion passed unanimously.

EXECUTIVE SESSION

MOTION: Mr. Powell moved that the Board go into executive session Pursuant to KRS 61.810 (1) (c). Dr. Hanel seconded the motion.

VOTE: The motion passed unanimously, and the Board went into executive session at 6:40 p.m.

OPEN SESSION   The Board reconvened in open session at 7:00 p.m., and Chair Johnson announced that there was no action to bring before the Board as a result of the executive session.

ANNOUNCEMENTS   Dr. McCall announced that the position of Vice President responsible for Student Affairs would not be filled as the area of student affairs was being assigned to the chancellors. Also, he announced that Timothy R. Burcham had been promoted to Vice President responsible for Institutional Advancement.

Mr. McCool expressed appreciation to his wife for her support during his term as Regent and thanked Board members for their *Resolution of Appreciation* and their friendship. He charged Board members with leading the System into being the best in the nation for the sake of his and others' children, and he congratulated Penny Logsdon as the technical colleges' Regent elect.

NEXT MEETING   November 30 – December 1, 2000, Northern Kentucky Technical College.

ADJOURNMENT   MOTION: Mr. Bean moved that the meeting adjourn. Dr. Wise seconded the motion.

VOTE: The motion passed, and the meeting adjourned at 7:10 p.m.

December 1, 2000__   _SIGNED_____
Date Approved By   Martha C. Johnson, Chair
Board of Regents   KCTCS Board of Regents

                                              _SIGNED_____
                                              John R. Banks, Jr., Secretary
                                              KCTCS Board of Regents

                                              _SIGNED_____
                                              Michael B. McCall, Ed.D.
                                              KCTCS President

President's Cabinet
Dr. Michael B. McCall, President
Dr. Keith Bird
Mr. Timothy R. Burcham
Dr. Candace S. Gosnell
Ms. Beverly Haverstock
Mr. Jon Hesseldenz
Ms. Beth Hilliard
Dr. Anthony L. Newberry
Mr. J. Kenneth "Ken" Walker

System Office Staff
Mr. Bryan Armstrong
Ms. Mary Kleber
Dr. Joan Lucas
Dr. Carolyn O'Daniel
Ms. Patsy Stice

College Representation
Ashland Technical College
Mr. Richard Kendall, Director

Bowling Green Technical College
Dr. Jack Thomas, Director

Central Kentucky Technical College
Mr. Ron Baugh, Director

Elizabethtown Technical College
Mr. Neil Ramer, Director
Ms. Penny Logsdon, Technical College
   Faculty Regent Elect

Hopkinsville Community College
Dr. Bonnie Rogers, President

Jefferson Community College
Dr. Richard Green, President

Mayo Technical College
Mr. Billy Breeding, Academic Dean
Ms. Debbie McCool

Maysville Community College
Mr. Jim Miller, Interim President

Owensboro Community College
Dr. Jackie Addington, President
Dr. Greg Labyak, Academic Dean
Mr. Larry Miller, Student Affairs Dean
Ms. Sarah Price, Business Affairs Dean
Mr. Kevin Beardmore
Ms. Julia Ledford

Owensboro Technical College
Ms. Sandra Appling, Interim Director
Ms. Lantana Bray, Dean of Campus Services
Ms. Laura Grimes, Asso. Dean of Academics
Ms. Rhonda Logsdon, Director of Business
   Operations
Mr. Jim Walthen

West Kentucky Technical College
Dr. Paul McInturff, Director

Others
Mr. Chris Bratton, Insight Communications
Ms. Doris Morton, KEA
Mr. Robert W. Tye, Jr., AFT-Kentucky